



# Protected Health Information Management Tool (PHIMT)

Update Session

January 2005

TMA Privacy Office

# PHIMT Update

# **Agenda**

- New Security Restrictions for Regular Users
- Naming Convention (Military Format)
- Patient Search Enhancement

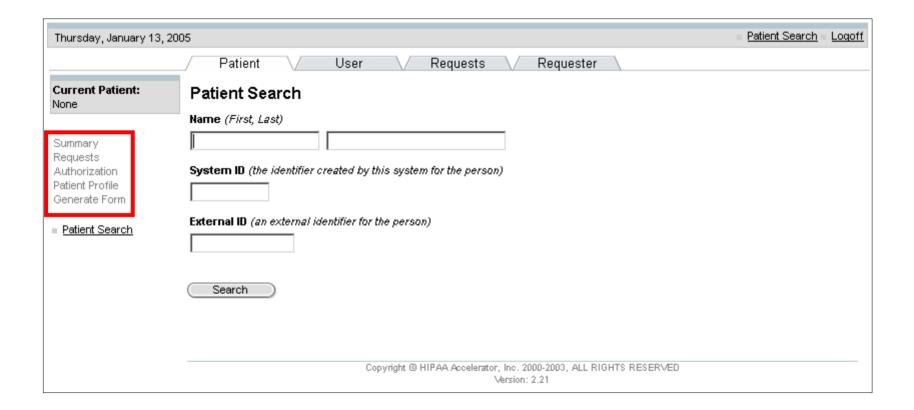
#### **PHIMT** Update

# **Training Objectives**

- Once you have completed this course, you will be able to:
  - Describe the new security restrictions for Regular Users
  - Identify the new naming convention (military format)
  - Perform the patient search functions

- The changes made are the result of requests from the Services
- New Security restrictions have been added to the PHIMT for Regular Users
- Regular Users no longer have access to patient summaries or other patient details
- Regular Users can still enter and update the Patient's Profile

### **Current Patient Tab View**

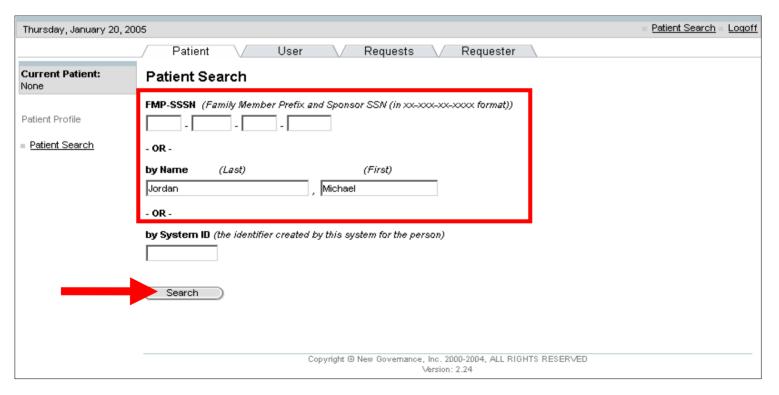


### **New Patient Tab View**

Thursday, January 13, 200	05	Patient Search	Logoff
	Patient / User / Requests / Requester		
Current Patient: None	Patient Search		
Patient Profile	FMP-SSSN (Family Member Prefix and Sponsor SSN (in xx-xxx-xxx format))		
■ <u>Patient Search</u>	- OR -		
	by Name (Last) (First)  - OR -  by System ID (the identifier created by this system for the person)		
	Search		
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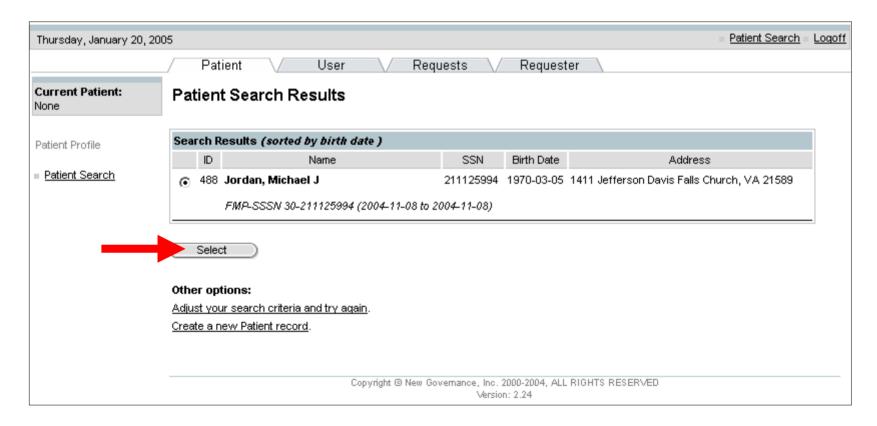
### **Patient Profile**

- Regular Users can still update the Patient Profile Screen
- 1. Type in the Sponsor's Family Member Prefix (FMP) SSN or the patient's name
- 2. Click on the Search button



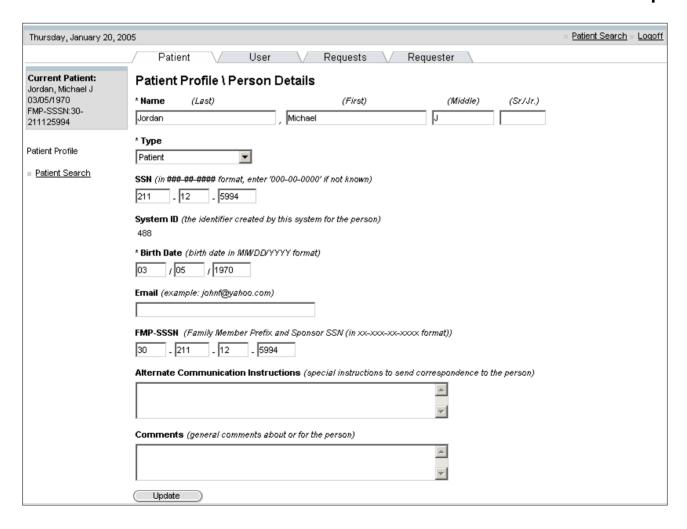
### **Patient Profile**

#### 3. Select the patient



### **Patient Profile**

The Patient Profile/Person Details Screen will display



# **Naming Conventions**

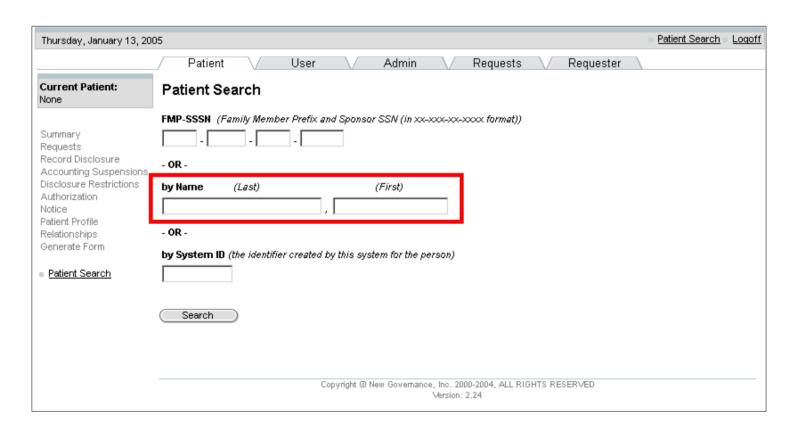
# **Naming Conventions**

- The changes made are the result of requests from the Services
- Currently, the civilian format is used
  - (First name, Last name)
- In the new version, all fields where names are entered or displayed will be in the standard military format
  - (Last name, First name)

#### **Naming Convention**

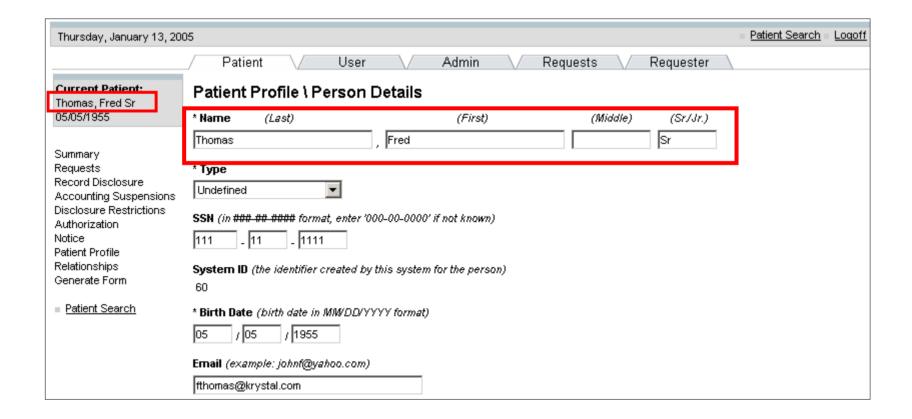
### Military Format-Patient Search

Now you will search by last name, first name



#### **Naming Conventions**

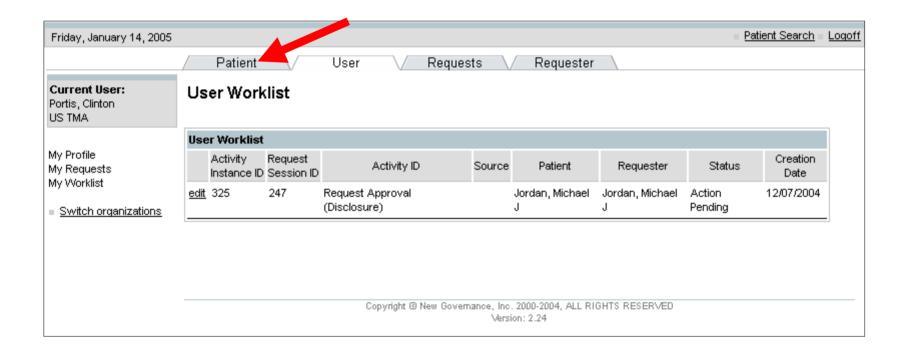
### Military Format-Patient Profile



- You can now search by the Sponsor FMP-SSN
- There is search criteria in place
  - Improper way to search
  - Proper way to search
- Partial searches are allowed
  - If you don't know the FMP
  - If you only know part of the Sponsor's SSN
- The Regular User can update the Patient's address in the middle of a disclosure request

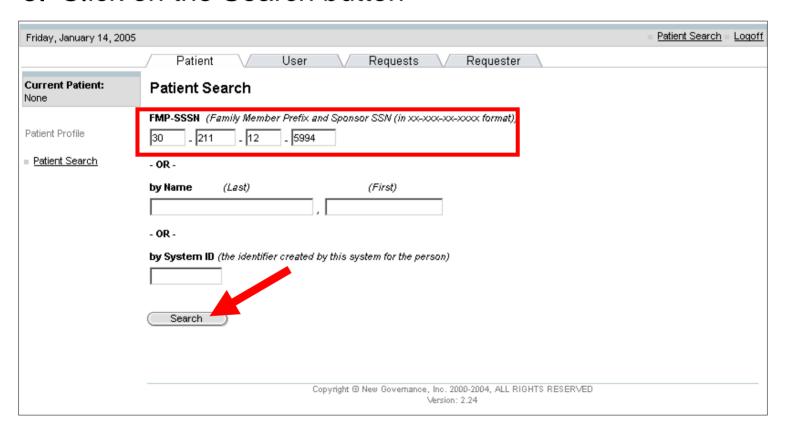
### **Sponsor FMP-SSN Search**

#### 1. Click on the Patient tab



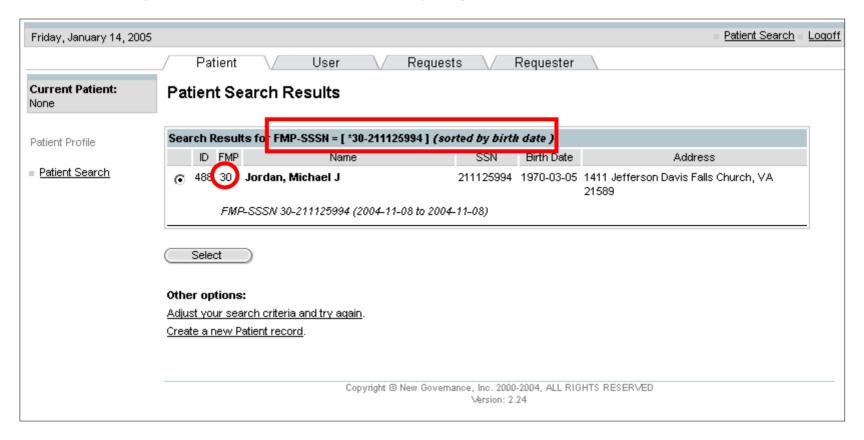
### **Sponsor FMP-SSN Search**

- 2. Type in the Patient's FMP-SSSN in the text field
- 3. Click on the Search button



### **Sponsor FMP-SSN Search**

#### 4. The patient results will display

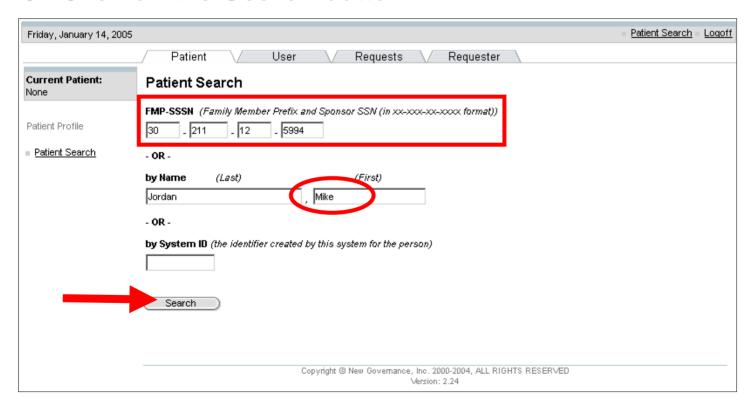


# **Sponsor FMP-SSN (Search Criteria)**

- If you search by both the Patient's FMP-SSSN and the Patient's Last Name and First Name, the information must match exactly
- You must type in the exact name
  - Example: Michael Jordan (not Mike Jordan)
- If you do not type in the exact information, your search will result in no matches

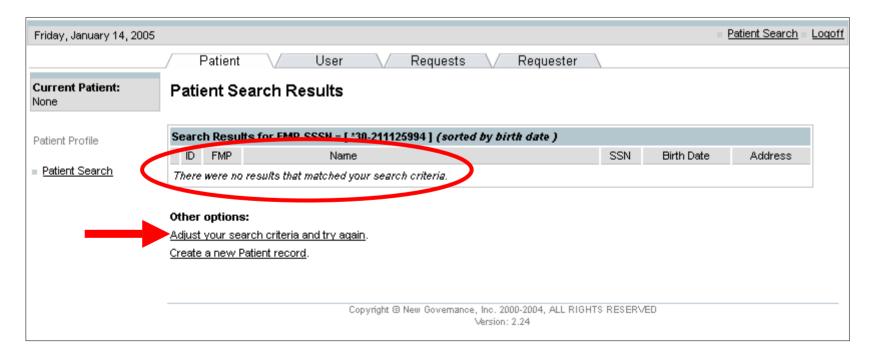
# **Sponsor FMP-SSN (improper search)**

- 1. Type in the Patient's FMP-SSSN in the text field
- 2. Type in the Patient's Last Name and First Name
- 3. Click on the Search button



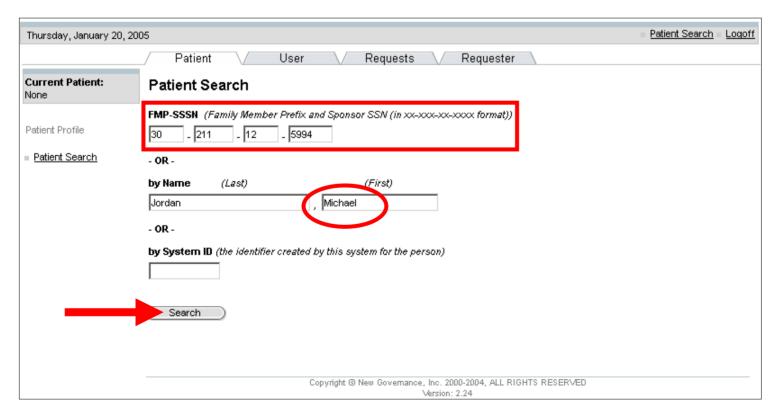
# Sponsor FMP-SSN (improper search)

- 4. The Patient Search Results Screen will display
- 5. There were no results that matched your search criteria
- 6. Adjust your search criteria



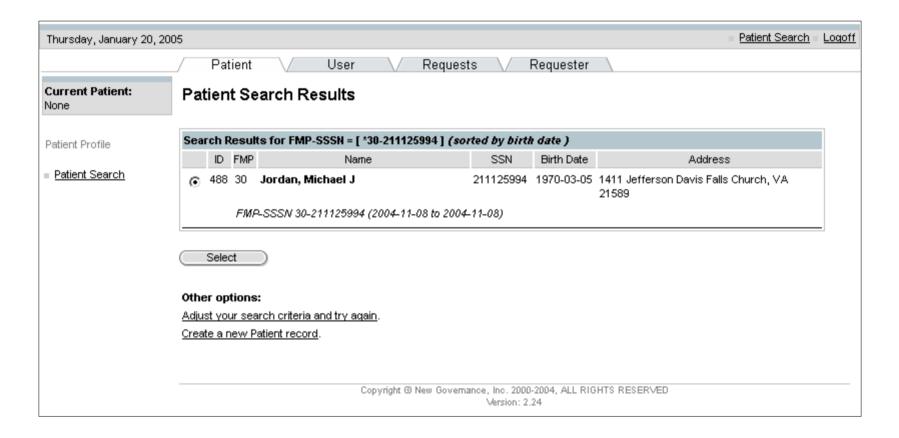
# **Sponsor FMP-SSN (proper search)**

- 1. Type in the Patient's FMP-SSSN in the text field
- 2. Type in the Patient's Last Name and First Name
- 3. Click on the Search button



# **Sponsor FMP-SSN (proper search)**

The Patient Search Results screen will display

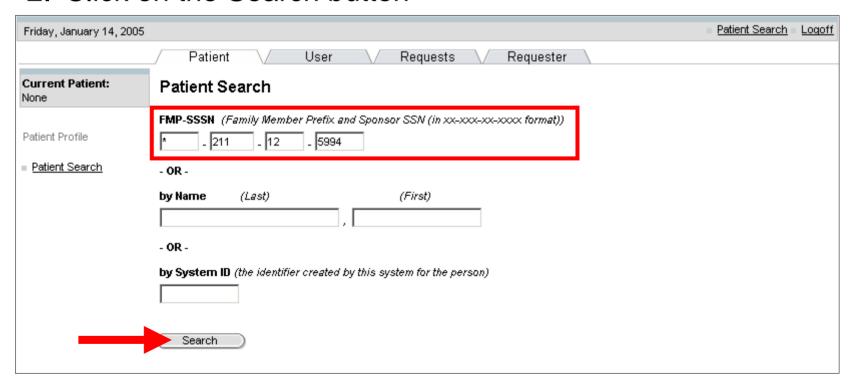


### **FMP-SSSN Partial Search**

- You can search for a patient by doing a partial search
- There are two types of partial searches
  - If you don't know the FMP
  - If you only know part of the Sponsor's SSN

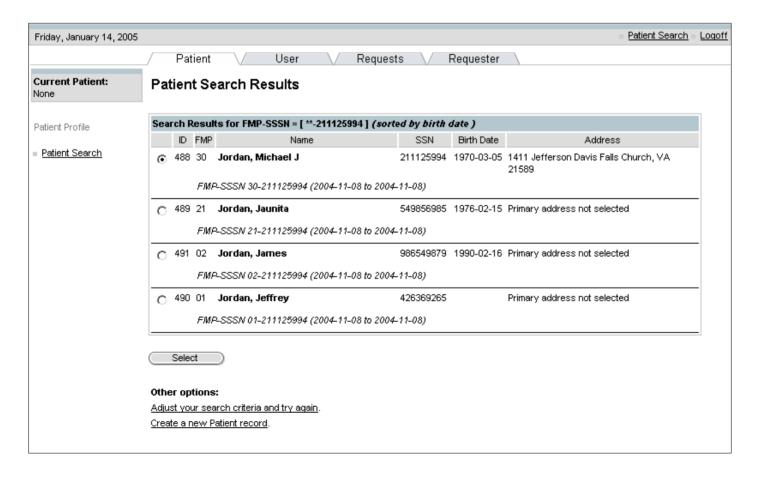
### **FMP-SSSN Partial Search- (No FMP)**

- Type in an asterisk in the FMP text box followed by the Sponsor's SSN
- 2. Click on the Search button



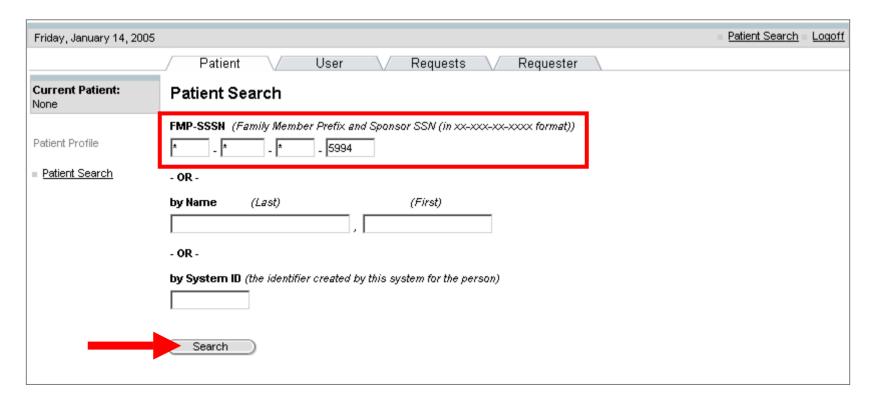
### FMP-SSSN Partial Search – (No FMP)

3. The patient will appear followed by dependents sorted by Date of Birth (DOB) if present



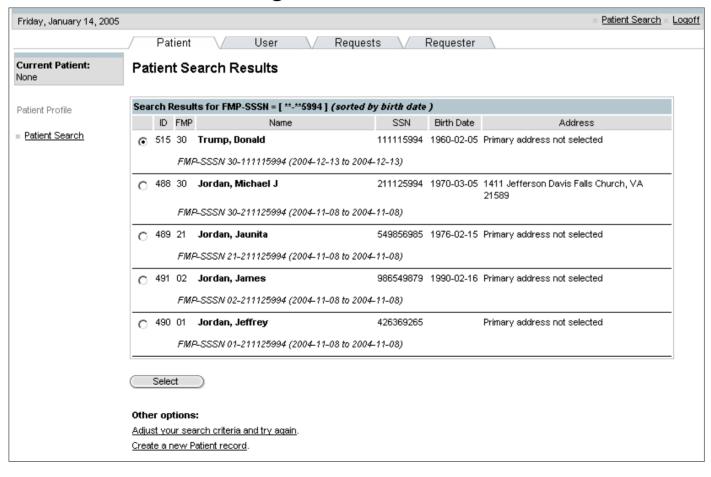
### FMP-SSSN Partial Search- (Last 4 digits)

- 1. Type in an asterisk in the first three FMP-SSSN text fields followed by the last four digits of the Sponsor's SSN
- 2. Click on the Search button



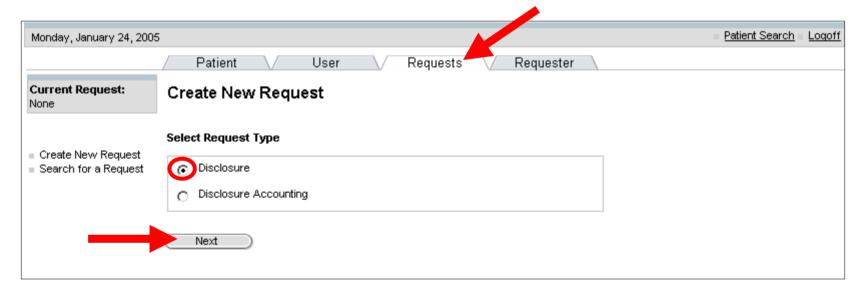
### FMP-SSSN Partial Search- (Last 4 digits)

 The patients results screen will display all patients who have the last four digits of the SSN that was searched

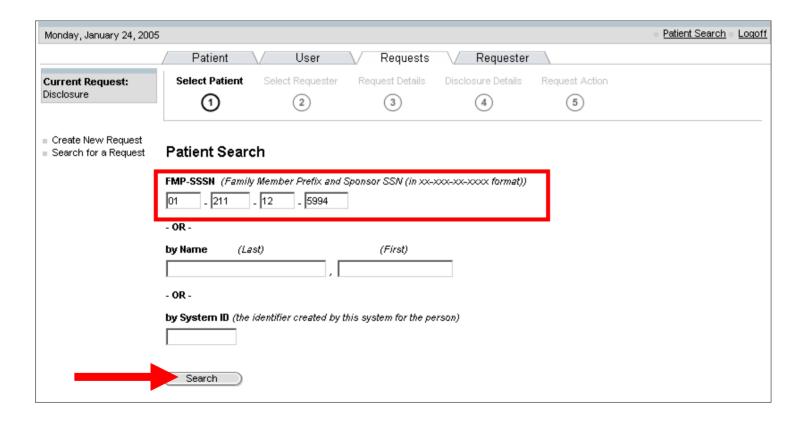


- For a disclosure to be valid, a patient's address must be entered
- The Regular User can update the patient's address in the middle of the disclosure request

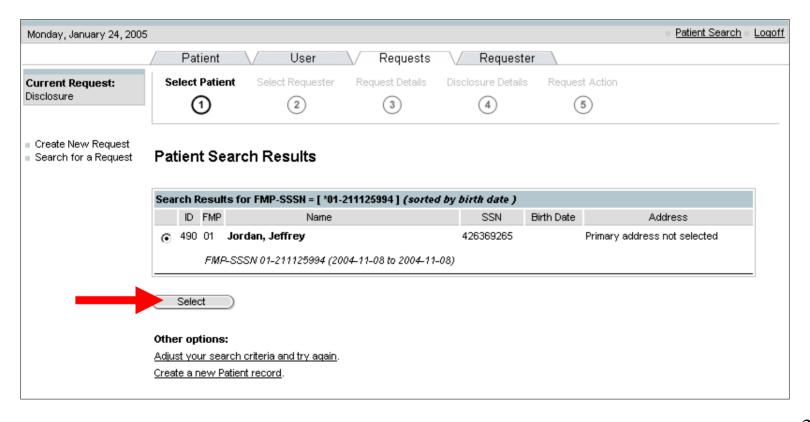
- 1. Click on the Request Tab
- 2. Select the Disclosure radio button
- 3. Click on the Next button



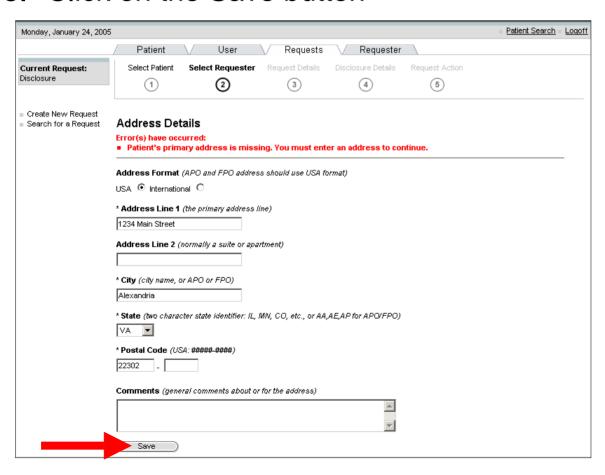
- 4. Type in the patient's FMP-SSSN
- 5. Click on the Search button



- The primary address is not entered
- 6. Select the patient

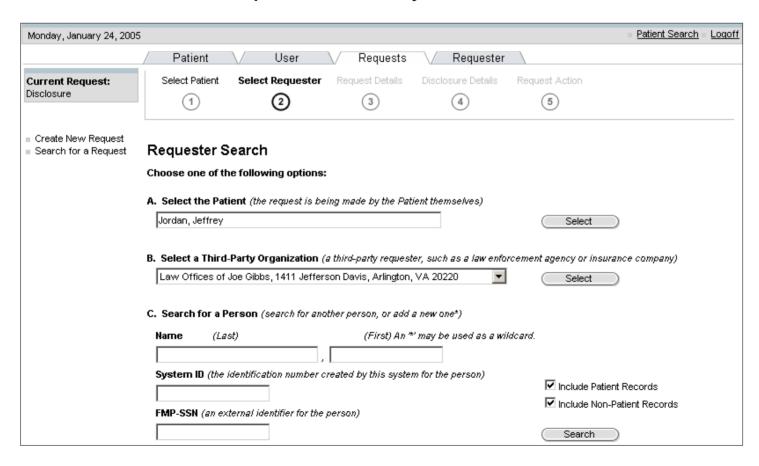


- 7. Type in the patient's address
- 8. Click on the Save button



### **Update Patient Address**

 After saving the address, you can continue with the Disclosure Request where you left off



#### **PHIMT Update**

### **Presentation Summary**

- You should now be able to:
  - Describe the new security restrictions for Regular Users
  - Identify the new naming convention (format)
  - Perform the patient search functions

### Resources

- DoD 6025.18-R, "DoD Health Information Privacy Regulation", January 2003
- www.tricare.osd.mil/tmaprivacy/HIPAA.cfm
- privacymail@tma.osd.mil for subject matter questions
- hipaasupport@tma.osd.mil for tool related questions
- http://www.tricare.osd.mil/tmaprivacy/Mailing-List.cfm to subscribe to the TMA Privacy Office E-News
- Service HIPAA Privacy representatives